

Student Acceptable Use Policy (AUP) 2017-18

As a student at Weatherhead High School, you have access to a varied range of computers and software systems, including access to the internet, to support and enhance your education. Weatherhead High School will endeavour, wherever possible, to provide a safe and secure environment for its users, free from inappropriate material.

The school has an e-safety education programme but the responsibility lies with each individual to use ICT in a safe, sensible and responsible manner, to ensure that there is no risk to your safety or to the safety and security of other users, or the ICT systems.

For my own personal safety:

- I will not share my passwords. I will not reuse or recycle passwords. A strong password includes numbers, symbols, capital letters and lower-case letters.
- I will not disclose or share personal information about myself or others online.
- I will be aware of '*stranger danger*' when communicating online and I will report contact from people I do not know.
- I will not arrange to meet '*strangers*' offline that I may have communicated with online.
- I will immediately report any unpleasant or inappropriate material or message sent to me, or accidentally accessed by me, or anything that makes me feel uncomfortable when I see it online.

I understand that I am responsible for my actions both in and out of school

- I will not try to use any other person's username/password to access the computer network, virtual learning environments (e.g. MathsWatch, SAM Learning, Google Classroom) or internet sites or apps (e.g. social media, email, cloud storage, online gaming).
- I will respect the legal protection provided by copyright and licence to programs and data.
- I will not download, browse, upload, send or forward illegal or offensive material.
- All work uploaded/displayed and sent via the school's learning platforms will be appropriate and inoffensive.
- Use of the computers will not involve any activities which would be damaging to the school or its reputation.
- I will only send or receive text, images, audio or video which is polite and responsible. I must not violate (break) any law or regulation, be defamatory (insulting), offensive (hateful), abusive (violent), indecent (unsuitable/lewd), obscene (rude), harass or cause distress.
- The use of any form of electronic communication, in or out of school, to make derogatory, offensive or threatening comments about any member of the school community (students, staff, parents/carers, governors) is not acceptable at Weatherhead and will not be tolerated. Sanctions will be applied as deemed appropriate by the Headteacher, including the potential for exclusion, permanent or otherwise.

I will act as I expect others to act towards me

- I will not take or distribute images of anyone without their permission.
- I will respect others' work and property and I will not access, copy, delete, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate others may have different opinions.
- I will be accepting of others regardless of gender, religion, race, age, disability or sexual orientation.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use; I will not use the systems for personal or recreational use unless I have permission to do so.
- I understand that the school monitors my use of the ICT systems and digital communications to help identify harmful content and misuse online and offline.
- I understand that the school reserves the right to delete any files that may be held on its computer systems.
- I will not download or install anything that knowingly may threaten the school ICT systems.

When using the internet for research or recreation, I recognise that:

- I should ensure I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (this includes music and videos).
- When using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be an attempt to mislead me.

I understand that anyone who fails to comply, or who acts in a way that is inappropriate or irresponsible, may lose access rights to the school computers and parents/carers may be informed. In some cases this may lead to the application of school sanctions. In exceptional circumstances, where there are reasonable grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

Due to the evolving digital world and emerging electronic resources, this AUP will be subject to constant review.

Student Acceptable Use Policy Agreement Form 2017-18

PARENT/CARER: We have discussed the student AUP and my daughter/ward agrees to follow the e-safety rules and to support the use of ICT at Weatherhead High School.

Parent/Carer signature: Date:

STUDENT: I have read and understand the Acceptable Use Policy and agree to follow these guidelines when:

- I use the school ICT systems and equipment (*both in and out of school*)
- I use my own equipment in school (*where permitted*)
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school community

I agree that any use of the computers will not involve any activities which would be damaging to the school or its reputation.

Student name: Form:

Student signature: Date:

A copy of this policy is available on the school website.